

SENIOR STAFF
Summary of Meeting
October 25, 2007
2:00-3:30
President's Conference Room

Present: Ms Di Machado, Ms Andrea Benton-Maestas, Dr. Teri McCartney, Mr. Ken Marquez, Dr. Frank Novotny, and Dr. Sandra Starnaman.

Absent: Ms Heather Heersink and Mr. Mike Nicholson.

Previous Meeting Progress Report:

Meeting Summaries: Provost Mumper announced that meeting summaries are posted on the Provost website for perusal.

Plus/Minus Grading System: It was stated that staffing issues in Computing Services may hinder project implementation.

Printed Class Bulletin: A proposal requesting eliminating this publication will be put together. Faculty Senate was uncertain as to how many faculty actually use the publication, but indicated that some do.

Lightening Round:

Extended Campus: Dr. Starnaman attributed the completion of a successful 3rd floor move to the assistance of the Computing Services and Facilities Services staff. She announced that HLC will be on campus in two weeks.

Associate Provost for Academic Affairs: Dr. Novotny announced that the COMOM project was successful as 764 people were treated. The average cost of dental expenses per person was calculated at \$500-\$800. There was a total of \$650,000 worth of dental services provided that weekend. He gave kudos to the Facilities Services staff for helping keep the event organized. A committee to discuss changes to the Faculty Handbook will be comprised of 3 individuals from Faculty Senate, and 2 department chairs. He announced that a phone request for transferring services in HPPE was never completed; therefore, some confusion as to the correct phone numbers for faculty/staff in HPPE has occurred, this is being corrected. A new catalog committee has been charged with reviewing the production process of the undergraduate catalog from beginning to end. Department Chair evaluations have been sent out to each operational area. Tracy Rogers may be contacting individuals with regard to CUPA data if need be. Dr. Novotny asked that ASC's HSI status and the Department of Defense be placed as a tactical agenda item.

Institutional Research: Ms Benton-Maestas commented that she and Pat Bryson attended the RMAIR conference in Reno. The HEAR report has been extended until 2010. New requirements have been established and IR is currently working on ethnicity status and categorizing exempt students. A search is underway to make Pat's position permanent.

VP for Finance and Administration: No report given.

Student Affairs: Mr. Marquez indicated that Student Affairs is busy working on their strategic plan. Their first task is to identify which services ASC should provide to students. They are also determining what the characteristics of the average ASC student are. The Hispanic Association of Colleges and Universities Conference was held in Chicago this year. ASC participated in the AASCU study and was highly regarded at the conference for doing so. The conference will be held next year in Denver and Mr. Marquez is looking forward to sending ASC students, as there will be plenty of leadership opportunities. He is currently working on an Auxiliary Facilities Plan with Mr. Mansheim. This plan will focus on renovation of buildings. Provost Mumper suggested that Mr. Eric Carpio attend the planning meetings, as he would be able to incorporate suggestions from students who decide not to attend ASC, some students comment negatively about our facilities. Mr. Marquez indicated that there is positive feedback with regard to Talent Search and the possibility of recovering the program. He asked that meals during break times be discussed as a tactical agenda item.

Computing Services: No report given.

Nielsen Library: Ms Machado stated that Pat Ruybal has completed guest authentication for the wireless service in the Library. She's working on a federal government document survey and the ALA directory. She will be attending the Colorado Association of Libraries in Denver on November 7-11. She announced that a quilt will be hanging in the Library in observance of AIDS day on December 1. An irrigation and reservoir display by Mel and Camille Getz will be presented in the Library in December as well.

Provost Office: Ms Griego stated that the Provost Office will be scheduling meeting times with academic department chairs and their assistants to review the proposal for decentralizing the class schedule data entry. Ms Griego asked that contact time for the Summer 08 Session be discussed, approval of session dates needs to occur fairly soon as the summer class schedule will go out for revision mid-November.

Provost Mumper announced that \$20K in recruitment awards were given out to departments who participated in the recruiting contest. He has selected a 7-person student committee to review applications for the Outstanding Teacher Award. He'd like to discuss the ES Building Program Plan as a tactical agenda item.

Graduate School: Dr. McCartney stated that she supports the decentralization of the data entry for the class schedule, it is a wonderful idea. She commented that she and Mark Schoenecker have been working on replacing gradschools.com with gradview.com.

Metrics Review:

No metrics items were distributed.

Tactical Agenda Items:

Meals During Campus Breaks: Mr. Marquez indicated that there are issues related to students who do not leave the campus during break times, and don't have the transportation to find meals off campus. It was discussed to offer meals during fall recess and snow days, and not during the holidays. After discussion, IT WAS SUGGESTED THAT Mr. Marquez BRING COST INFORMATION for offering meals during the recesses only AND REPORT BACK to the group.

HIS Department of Defense: Dr. Novotny stated that the Hispanic Serving Institute designation has been changed by the Department of Defense (DOD) in their grant approval process. The DOD has changed the designation to Minority Serving Institute instead. Since ASC is not MSI designated, some grants that were submitted this past summer were not approved. He indicated that the science and math departments have depended highly on DOD grants to increase technology for their programs. After discussion IT WAS SUGGESTED THAT Ken and John Salazar BE CONTACTED TO PROMOTE the the HSI agenda in Colorado. Provost Mumper WILL TAKE THIS DISCUSSION TO Cabinet.

Summer 08 Contact Time Calendar: After discussion, IT WAS AGREED TO FOLLOW the previous summer format for session dates, BUT TO DECREASE contact time to meet the 2250 seat time for each session.

ES Program Plan: Dr. Mumper asked the group to contemplate committee make up for the ES Building Program Plan, and submit suggestions to him.

Potential Strategic Topics: Summer Planning.

Meeting adjourned at 3:45 p.m.

Respectfully Submitted,

Donna L. Griego, Program Assistant
Provost Office